



# Town Council Agenda Report

**SUBJECT:** Resolution

**CONTACT PERSON/NUMBER:** Freda Gellerstein Acting Human Resources Director, 797-1012

**TITLE OF AGENDA ITEM:** A RESOLUTION OF THE TOWN OF DAVIE, FLORIDA, CREATING THE CLASS SPECIFICATION FOR THE POSITION OF PLANNER III IN THE NON-REPRESENTED PAY AND CLASSIFICATION PLAN.

**REPORT IN BRIEF:**

Council approved two (2) additional planner positions for FY 2000-2001. Accordingly, Development Services will create new Planner I and Planner III positions in order to best meet the needs of the Planning and Zoning Division. The job specification for the Planner I position already exists, but no such specification exists for the Planner III position.

The proposed specification is attached hereto, prepared by Development Services. The position will coordinate development review activity and will take an active part in, and oversee, the site plan review process. The intense pace and volume of development review, comprehensive planning, special projects, customer service, and assistance to individual councilmembers and other departments, with one manager serving and coordinating all functions, necessitates this position. This position will enable the division manager to better devote time to actual management and administrative issues, while increasing the quality, predictability and efficiency of review, thus improving the experience of applicants through the development review process and increasing the quality of development. The Planner III position will also allow the Town's landscape architect to eventually devote more time to landscape projects for the Town rather than devoting 100 percent of his time to site plan review.

The proposed pay grade for the position is Grade 521 with a salary range of \$45,360 to \$60,786 and is two (2) grades above the Planner II range and three (3) grades below the Planning and Zoning Manager range.

**PREVIOUS ACTIONS:** none

**CONCURRENCES:** none

**FISCAL IMPACT:**

Has request been budgeted?      yes

If yes, expected cost                      approximately \$30,500 in salary for FY 2000-2001 plus  
benefits

Account Name: Salaries

What account will funds be appropriated from: 001-0403-515-0101

**RECOMMENDATION:** Motion to approve the resolution.

**Attachment(s):** Resolution and proposed class specification.

A RESOLUTION OF THE TOWN OF DAVIE, FLORIDA, CREATING  
THE CLASS SPECIFICATION FOR THE POSITION OF PLANNER III IN  
THE NON-REPRESENTED PAY AND CLASSIFICATION PLAN.

WHEREAS, the Town of Davie developed a class specification and recommends a  
pay grade assignment for the position of Planner III; and

WHEREAS, the Town has evaluated the class specification for Planner III and  
recommends it to be assigned to pay grade 521 (45,360 - \$60,786); and

WHEREAS, Town of Davie recommends that the Town Council adopt the class  
specification for Planner III in the Non-Represented Pay and Classification Plan; and

WHEREAS, the Town of Davie Non-Represented Pay and Classification Plan needs  
to be amended to reflect such changes.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF  
DAVIE, FLORIDA:

SECTION 1. The class specification for Planner III, pay grade 521, is hereby created  
in the Non-Represented Pay and Classification Plan and attached hereto as Exhibit "A"

SECTION 2. This resolution shall take effect immediately upon its passage and  
adoption.

PASSED AND ADOPTED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2000.

\_\_\_\_\_  
MAYOR/COUNCILMEMBER

ATTEST:

\_\_\_\_\_  
TOWN CLERK

APPROVED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2000.

# **CLASS SPECIFICATION**

## **PLANNER III**

### **GENERAL STATEMENT OF JOB**

Under general supervision, performs planning and research work in reviewing site plans, and coordinating site planning with zoning review of permits and occupational licenses, and tasks related thereto as needed to ensure efficiency and accuracy of review and processing. Also may review other zoning-related applications. Reports to the Planning and Zoning Manager.

### **ILLUSTRATIVE EXAMPLES OF WORK**

#### **ESSENTIAL JOB FUNCTIONS**

Reviews site plans, and to a lesser extent may review plats, variances, rezonings, dedications or vacations of right of way and easements, and special permits as needs dictate, and prepares and presents reports and recommendations to Town boards; participates as a member of the Development Review Committee during review of such applications.

Makes recommendations concerning land development regulations.

Supervises site plan review work by other planners, checking for accuracy and completeness of review and report preparation.

Coordinates site plan review and permit review functions within Planning and Zoning Division, ensuring that development approval conditions are met during the permitting and licensing.

Reviews surveys, site plans, occupational/beverage licenses and development permits for consistency with applicable codes.

Confers with developers, builders and surveyors regarding prospective requests for use plan amendments, rezoning, variances, special permits, vacations of right-of-ways and site plans.

Helps gather and analyze statistical data for use in preparing technical reports on population growth, land use, economic development, Town programs and related topics; writes reports of such studies.

May prepares legal advertisements for publication about pending amendments or revisions to land use plan, or rezoning, variances, special permits and vacations of right-of-way and utility easements.

Assists in notifying Town Clerk's office of items to be placed on agenda for Planning and Zoning Board and Town Council meetings; may prepares ordinances and resolutions for proposal.

Makes oral presentations as required.

#### **ADDITIONAL JOB FUNCTIONS**

Performs other related work as required.

### **MINIMUM TRAINING AND EXPERIENCE**

Master's Degree in Planning, Public Administration or related field and 5 years of responsible experience, at least 2 of which must be with site planning and permitting; or a Bachelor's Degree in Planning, Public Administration or related field with 7 years of responsible experience of which 3 must be with site planning and permitting; or any combination of training and experience which provides the required skills, knowledge and abilities.

### **MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** Must be physically able to operate a variety of machinery and equipment including computer, copier, calculator, etc. Must be able to exert up to 10 pounds of force occasionally, and/or up to 5 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Physical demand requirements are those of Light Work. Light Work usually requires walking or standing to a significant degree. However, if the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar or divergent from obvious standards) of data, people or things.

**Interpersonal Communication:** Requires the ability of speaking and/or signaling people to convey or exchange information. Includes giving instructions, assignments or directions to subordinates or assistants.

**Language Ability:** Requires the ability to read a variety of reports, letters and memos, budget reports, regulatory codes, assessments, finance reports, surveys and permits, etc. Requires the ability to prepare correspondence, reports, forms, budgets, studies, assessments, zoning plans, land use plans, ordinances, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak before groups of people with poise, voice control, and confidence.

**Intelligence:** Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; and to deal with several abstract and concrete variables.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages including engineering, legal, and planning terminology.

**Numerical Aptitude:** Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages; understand and apply the theories of algebra, geometry, statistical inference and statistical theory.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape.

**Motor Coordination:** Requires the ability coordinate hands and eyes rapidly and accurately in using office equipment.

**Manual Dexterity:** Requires the ability to handle a variety of items such as office equipment. Must have minimal levels of eye/hand/foot coordination.

**Color Discrimination:** Requires the ability to differentiate between colors and shades of color.

instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

**Physical Communication:** Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.).

### **PERFORMANCE INDICATORS**

**Knowledge of Job:** . Has considerable knowledge of the principles and practices of urban planning. Has considerable knowledge of the environmental and socioeconomic implications of the planning process. Has general knowledge of published materials and of general research areas as related to planning activities. Has general knowledge of the basic governmental and administrative framework in which planning operates. Has basic knowledge of the principle of supervision, and considerable knowledge of the principle of organization. Is able to exercise independent judgment in applying methods to a variety of work situations. Is able to establish and maintain effective working relationships with the general public and with municipal, county, state and federal officials. Is able to exercise tact and courtesy in frequent dealings with the public. Is able to review and coordinate work of other employees. Is able to communicate ideas effectively in oral and written form. Has general knowledge of drafting and graphics as used in municipal and public planning. Has general knowledge of research techniques and reporting methods. Has general knowledge of the current literature, trends, and developments in rural and urban planning. Is skilled in the collection, analysis and presentation of technical data and planning recommendations. Is able to analyze assigned planning problems and to make recommendations for their solution. Is able to organize, prepare and present complete reports on assigned planning projects. Is able to accurately interpret, correlate and tabulate data. Is able to express ideas effectively orally and in writing. Has ability to establish and maintain effective working relationships as necessitated by work assignments.

**Quality of Work:** Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interacts within department and division, and with co-workers and the general public.

**Quantity of Work:** Maintains effective and efficient output of all duties and responsibilities as described under "Illustrative Examples of Work."

**Dependability:** Assumes responsibility for doing assigned work and meeting deadlines. Completes assigned work on or before deadlines in accordance with directives, Town policy, standards and prescribed procedures. Accepts accountability for meeting assigned responsibilities in the technical, human and conceptual areas.

**Attendance:** Attends work regularly and adheres to Town policies and procedures regarding absences and tardiness. Provides adequate notice to higher management with respect to vacation time and time-off requests.

**Initiative and Enthusiasm:** Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountability. Strives to anticipate work to be done and initiates proper and acceptable direction for completion of work with a minimum of supervision and instruction.

**Judgment:** Exercises analytical judgment in areas of responsibility. Identifies problems or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to problems or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice and researches problems, situations and alternatives before exercising judgment.

**Cooperation:** Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with Town policy or procedures, etc. Offers suggestions

department.

**Relationships with Others:** Shares knowledge with supervisors and staff for mutual and departmental benefit. Contributes to maintaining high morale among all department employees. Develops and maintains cooperative and courteous relationships with department employees, staffers and managers in other departments, representatives from organizations, and the general public so as to maintain good will toward the department and project a good departmental image. Tactfully and effectively handles requests, suggestions and complaints from other departments and persons in order to maintain good will within the Town. Interacts effectively with fellow employees, supervisor, professionals and the general public.

**Coordination of Work:** Coordinates review of site plans with permit and license review. Avoids duplication of effort. Reviews work of subordinates before submitting to Planning and Zoning Manager for final review. Attends meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules. Maintains a calendar for meetings, deadlines and events.

**Safety and Housekeeping:** Adheres to all safety and housekeeping standards established by the Town and various regulatory agencies. Sees that the standards are not violated. Maintains a clean and orderly workplace.

**Planning:** Plans, and uses information effectively in order to enhance the specified activities and production of the department. Suggests ways to increase efficiency and accuracy of plan, license and permit review and organization to the Planning and Zoning Manager, and then implements and monitors them.

**Organizing:** Organizes and coordinates work and that of subordinate staff well.

**Decision Making:** Uses discretion and judgment in recommending interpretations of the Code to the Planning and Zoning Manager. When a particular policy, procedure or strategy does not appear to be achieving the desired result, recommends alternatives.

**Creativity:** Regularly seeks new and improved methodologies, policies and procedures for enhancing the effectiveness of the plan, permit and license review functions of the division. Employs imagination and creativity in the application of duties and responsibilities. Is not averse to change.

**Human Relations:** Strives to develop and maintain good rapport with all staff members. Listens to and considers suggestions and complaints and responds appropriately. Maintains the respect and loyalty of staff.

**Policy Implementation:** Has a clear and comprehensive understanding of Town policies regarding the division, department and Town function. Adheres to those policies in the discharge of duties and responsibilities and ensures the same from subordinate staff. Policy Formulation: Keeps abreast of changes in operating philosophies and policies of the Town and continually reviews division policies in order to ensure that any changes in Town philosophy or practice are appropriately incorporated. Also understands the relationship between operating policies and practices and department morale and performance. Works to see that established policies enhance same.